

CHICOPEE HOUSING AUTHORITY
Agenda for the
REGULAR MEETING OF THE AUTHORITY
To be Held at
7 Valley View Court

January 9, 2008

1. Roll call, Members of the Authority:

Call to order at:

By:

Present:

Absent:

Chester Szetela
Ruth Vanderlick
Brian Hickey
Charles Swider
Bruce Socha

Also in attendance were the following: Secretary James Lynch, Assistant Executive Director, Patricia Murry, Modernization Coordinator Donald Dunn, Maintenance Operations Manager David Dymek and Carmen Estrada, Recording Secretary

2. Tenant Organization Input

3. Reading of the Minutes of the Meeting held on December 12, 2007.

4. Reading of the Correspondence.

5. Payment of the Bills.

A tabulation of those bills to be paid is contained in the Member's folders

6. Committee Reports.

The Director of Finance has provided the following reports:

7. OLD BUSINESS

8. NEW BUSINESS

- A. A draft position description for the position of Executive Director has been forwarded to the Members for consideration. A revised position description, if adopted, will become a part of the CHA Personnel Policy.

Resolution required.

- B. A proposed posting for the position of Executive Director has been drafted for the consideration of the Members. This position becomes available August 11, 2008.

Motion to approve for advertising.

- C. A resident of 118 Elcon Drive has obtained a handicap parking permit and is requesting that a space near her unit be designated for handicap access.

Motion to approve.

- D. The Authority is in receipt of the annual assessment from the Chicopee Contributory Retirement System. The assessment, in the amount of \$420,760.00 for the fiscal year beginning July 1, 2008 is calculated based upon the percentage of CHA employees participating in the system.

Resolution to approve the assessment and to include the expense in the budget to be drafted for the coming fiscal year.

- E. The Authority is in receipt of an invoice in the amount of \$31,020.00 from the firm of Kurtz, Inc. for their services related to the replacement of windows and sliding doors at the Fairhaven Apartments, Project 667-6. This invoice is in accordance with the terms of their contract.

Motion to pay.

- F. The Authority is in receipt of an invoice in the amount of \$83,844.00 from MHA, Inc. for their services related to the Tenancy Preservation Program. This invoice is in accordance with the terms of their contract.

Motion to pay

- G. On December 20, 2007 bids for the replacement of exterior apartment doors and screen doors were publicly opened at 10:00 a.m., the advertised deadline for the submittal of bids. Eleven bids were received prior to the opening. The low bid, submitted by Garland Construction did not contain a DCAM certification update statement as required by law and could not be considered. The apparent low qualified bid of \$330,400.00 was submitted by Wall Construction. This amount

was within the budget estimates for the work. Due to the delay that would exist between meetings through the holiday season a contract was signed with Wall Construction and ratification of the award and contract execution is now requested.

Resolution required.

- H. Bids for motor vehicle insurance were accepted by the Authority until 2:00 p.m. on December 17, 2007 at which time they were publicly opened. Two bids were received by the deadline established for submittal. A bid tabulation is contained in the Member's folders. An award to the lowest responsible bidder is recommended.

Resolution required.

- I. The Authority is in receipt of an invoice in the amount of \$750.00 from Power Options, the agency that administers the statewide natural gas group purchase for DHCD. Payment of this membership fee is recommended.

Motion to pay.

- J. A collection of proceeds from laundry machines at CHA developments equipped with Laundromats was conducted on January 9, 2008. A copy of the collection report is contained in the Member's folders. A report will be given.

- K. The CHA has a contract for the provision of receptacles and removal of waste from the three high rise developments, Canterbury Arms (MA8-3), Fairhaven (667-6) and Birch Bark Place (667-8). The contract provides for extension of the term for one year under its existing terms. Such extension is to the benefit of the CHA and is recommended.

Resolution required.

- L. A reorganization of office staff has been completed in order to fill the vacancy of Tenant Selector. Esmeralda Vazquez and Norma Estremera have been assigned the duties of that position. Elimarie Marrero has been reassigned the clerical duties in that department. A new Receptionist/Clerk Typist has been hired to fill the vacancy at the front counter. A copy of Jennifer Diaz's application is available for review.

- M (info) A copy of the "Open Meeting Law", MGL C39 S23B is being provided to the Members for their use and reference.

- N. Any other new business to come before the Board.

9. **ADJOURNMENT**

**The next REGULAR MEETING of the CHICOPEE HOUSING AUTHORITY
will be held on January 23, 2008**